



Staff Supervision Policy

Rationale

Giggleswick Pre-school recognises the importance of effective communication and support for staff in order to provide positive outcomes for all children in the setting.

EYFS – The statutory framework for EYFS September 2021, Section 3.

Supervision should provide opportunities for staff to:

- Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve personal effectiveness

Responsibility

The Pre-school Manager is responsible for providing supervision of the staff within the department and for keeping records. Members of staff have a duty to participate and contribute actively in supervision and team meetings.

The Pre-school Manager is also responsible for induction training for staff which will include:

- Help in understanding roles and responsibilities
- Information about emergency evacuation procedures
- Safeguarding and child protection (organised with the DSL in line with the school’s safeguarding policy and induction procedures)
- Health and Safety issues

Supervision of staff

Although supervision is sometimes seen as a continuous process, it also refers specifically to meetings between the line manager and an individual member of the Pre-school team that which is planned and provided by an agenda. Outcomes, agreed action and any other important matters of discussion, are recorded.

Procedure

The focus for supervision meetings may vary, depending on circumstances and the particular needs of the individual and wider setting development. However, it must always be seen as a two way process, allowing the free discussion of any aspect of work or development which either the Head of Department or the individual member of staff wishes to raise.

It will ensure:

-agreed set of clear and specific objectives for each member of staff, appropriate to role, and attainable

- encouragement and support in the achievement of agreed objectives
- opportunities where appropriate for joint feedback, and reflection on any aspect of work or working relationships, and to explore ideas, discuss issues and solve problems.
- build on lesson observations taken prior to the scheduled meeting and feedback given.

Frequency and duration of supervision meetings

The pattern and frequency of supervision may vary depending on circumstances, and according to the needs of the families and the staff member supporting them. Supervision meetings will be planned in advance with dates given to staff to ensure that they have appropriate time to prepare.

Appraisals

Supervision meetings along with staff meetings and appraisal form the basis of the cycle of performance and development. Appraisals of Pre-school staff are the responsibility of the Pre-school Manager.

Record keeping

Supervision meetings will be recorded on the 'supervision meeting record form'. Either party may make the record but the Pre-school Manager will be responsible for ensuring it is made, signed by both parties and kept as a permanent and confidential record. It will be filed and stored securely and confidentially. Access to records is restricted to the Pre-school Manager and the staff member, but there may be occasions when the Pre-school Manager may refer to records in consultation with the Head of Junior School.

Due to the lockdown in response to the Covid-19 pandemic, staff members may have been isolated and their mental health and well being may have been affected. More regular informal supervision meetings/discussions will occur during the year to ensure that the staff members are continually supported to work under the additional pressure of the pandemic. It will be recognised that there are a number of new procedures, and that these can cause additional work related stress.

Reviewed by: C B Shuttleworth, Pre-school Manger
Review period: Annual
Updated: August 2021
Next review date: August 2022